

We will begin momentarily.



Session Goals

- Review the April 2016 SAT School Day timeline
- Provide an overview of the steps in the implementation process for the SAT School Day administration
- Answer questions



Agenda

- Topics we will cover:
 - Overview
 - Test Center Setup and Intake
 - Roles and Responsibilities
 - Center Master Form
 - Registration and Ordering
 - Registration and Standby Registration
 - Accommodations requests
 - Training
 - Test Day
 - Planning Schedules, Rooms, and Staff
 - Test Materials Delivery and Return
 - Student Score Reporting
 - SAT School Day Fee Waivers
 - Khan Academy
 - Contact Information
 - Questions



Overview of SAT School Day

	Nov - Jan	February	March	April	May
Test Center Intake					
Registration, Ordering, & SSD				 SSD Coordinators TC Supervisor pro registration inform 	
Supervisor Training				modules approx. 4	ust complete online 15 minutes of training. sors must complete s of training.
Ship Materials				T	Test materials mailed to arrive by 4/8/16.
Test Day					April 12, 2016
Practice				 Resources availab 	actice Mobile App,
Score Reporting CollegeBoard				al. able via online portal. re reporting sent based	FREE CASE THE MAN AS

April 2016 Key Milestones

Activities	April Admin
Center Master Form due (Test Center Setup)	1/25/2016
Registration materials mailed	1/25/2016
Test Center Supervisor training materials mailed	2/5/2016
Bulk Registration window open	2/22/2016
SSD Accommodations Request Deadline	2/24/2016
Test Center Supervisor online training available	2/18/2016
Bulk Registration window close	3/18/2016
Test Center Supervisor Training completion date	3/30/2016
Test materials ship to test centers	4/1/2016
Test materials arrive at test centers	4/8/2016
SAT School Day Test Administration	4/12/2016
Makeup Administration (weekend administration)	6/4/2016



- Test Center Supervisor (TCS) is responsible for:
 - All aspects of the School Day administration at a school, including:
 - Pre-admin activities like test center set-up, planning rooms and staff for test day, and receiving and securing test materials.
 - Everything on test day, including distribution of materials, monitoring of all test day activities and staff, packaging and returning test materials, and completing Supervisor Irregularity Reports.
 - TCS may choose to enlist the aid of others at the school to help him/her with student data questionnaire completion and test day planning and set-up.
 - The TCS will remain the main contact and receive all communications from the College Board and ETS.
 - Identifying staff to serve as Associate Supervisors, Proctors and Hall Monitors for test day staff support



- Principal is our main instructional contact at the school and is responsible for:
 - Receiving and distributing general information about the Official SAT Practice through Khan Academy.
 - Receiving the school's allotment of School Day Fee Waivers for distribution to eligible students.
 - Enlisting the aid of other staff, but s/he will be the College Board's main contact.



- SSD Coordinator is responsible for:
 - Being the school's liaison with the College Board's Services for Students with Disabilities office.
 - Submitting accommodation requests for all students who request them at his/her school.
 - Administering the test to students who have a non-standard administration of the test and appear on the Non-standard Administration Roster (NAR).



- Associate Supervisor(s) are accountable for everyone in the testing room and everything that takes place in that room including management of all testing materials, conduct the testing and monitor test-takers to ensure a fair administration
 - We recommend using current or retired teachers, counselors, administrators, or other educators who are familiar with test administration and/or classroom management.
 - Each room requires one Associate Supervisor.
 - One Associate Supervisor must be designated as the back-up for the Test Center Supervisor



- Proctor(s) and Hall Monitors are responsible for assisting the Test Center and Associate Supervisors.
 - Proctors do not administer the test, but they do help set up the testing area and monitor testing. Hall Monitors patrol the hallways during testing to make sure the testing area remains quiet and secure.
 - Proctors and Hall Monitors may be members of the school staff or other adults who have been trained to help Test Center Supervisors and Associate Supervisors.



Setting Up Your School's Test Center

- All schools where testing will take place must be set-up as a School Dayspecific test center.
 - Completing the Center Master Form (CMF)
 - CMF's are sent to Test Center Supervisors at schools that are School Day testing sites.
 - CMFs are due back within 3 days of receipt
 - If a school does not complete their CMF they CANNOT administer the test to students
 - If you are a Saturday test center, you must do a separate CMF for your School Day administration and will have a different Test Center Code than your Saturday Test Center Code





Sample Center Master Form

SAT Program Tests	Test Center Number: 33070
Please print any additions or corrections in the spaces provided. RETAIN A COPY OF THE CO to tas@ets.org or fax it to (609) 771-7710 or (609) 771-7943. If you need assistance or have quickness (TAS) at (800) 257-5123.	
1. TEST SCHEDULED DATE CAPACITY SCHED AGREE COMMENTS	 Supervisor's mailing address (if address noted is no longer current, make changes below) :
10/16/2013 204 X	Gary Zeigelhofer RIVERSIDE HIGH SCHOOL
Disease water these americans date will be determined for all abudants who warning	565 WARBURTON AVENUE
Please note that a makeup date will be determined for all students who require a makeup.	YONKERS NY 10701
Reporting address (for students):	9. Years of service as SAT Supervisor :
RIVERSIDE HIGH SCHOOL	Supervisor's telephone numbers :
565 WARBURTON AVENUE	
YONKERS NY 10701	Cell: 914-376-8425
d i	Home :
3. Shipping address (if different from mailing address in Item 8) :	10. Name of person who will assume responsibility in your absence :
	Substitute supervisor's telephone numbers :
	Substitute supervisor's telephone numbers :
	Cell: Work:
4. Enter your 6-digit high school number: 333779	Cell:
4. Enter your 6-digit high school number: 333779	Cell: Work:
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5. USA County in which center is located; 6. Enter the Supervisor's	Cell: Work: Hame:
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5. USA County in which center is located; 6. Enter the Supervisor's FAX number; Email; gzeigelhofer@yonkerspublicschools.org 7. In accepting the appointment as Test Center Supervisor, I affirm that I have read	Cell: Work: Home: Substitute supervisor's email: 11. Ticket message (for printed Admission Tickets):

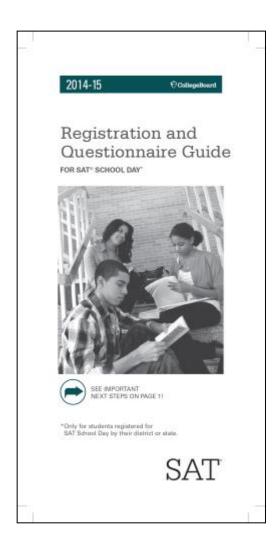


Student Registration – Electronic Bulk Registration

- If your district is participating in Electronic Bulk Registration, your district contact will receive an email with deadlines and instructions for file formatting and upload/submission
 - One file must be submitted for all schools/students in the district
 - Bulk registration windows run from 2/22/16-3/18/16
 - Window 1 deadline is 3/4/16 and schools receive admission tickets by 3/23/16
 - Window 2 deadline is 3/18/16 and schools receive admission tickets by 4/6/16
- You will receive a shipment which will include Student Data Questionnaires (SDQ) and the Registration and Questionnaire Guide for SAT School Day for students
 - All students MUST receive the guide
 - Students should complete the questionnaires and they should be returned prior to test day
 - Instructions for return shipping, as well as prepaid labels, are in the package
- After the Electronic Bulk Registration File is submitted by the district and processed, admission tickets will be mailed to students' homes



Student Registration (Bulk) – Student Guide





Student Registration (Bulk) - SDQ

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Student Registration -- Admission Ticket

	Student Name:	Andy B Student			
	Student Address:	999 Main Street Houston, TX 77051			
	Birth Date:	8/18/1997			
	Gender:	Male			
	High School:	443382 JESSE H JONES HIG HOUSTON, TX 77033			
	BRING TH	IS TICKET TO	THE TES	TING SITE!	You won't be admitted without it.
Test Date: October 15, 2014 Test 1 Registration Number:	Type: SAT	Testing Site:	44062 JESSÉ H 7414 SAINT LO HOUSTON, TX		00L
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Student Search Service

- Students may choose to participate in Student Search
 Service as part of answering the student data questionnaire.
- Student information will then be made available to participating colleges and scholarship services.
- Colleges and scholarship programs then use the Student Search Service to help them locate and recruit students with characteristics that they find to be a good match with their programs. This is a great way for you to get information about colleges with which you may not be familiar
- For more information:
 https://sat.collegeboard.org/register/student-search-service



Student Registration – Standby

- Standby paper registration on Test Day is available for School Day administrations only
 - Designed to support last-minute transfers into school, etc.
 - Should not be used in place of pre-test registration for large groups of students
 - Not designed to support large numbers of students
 - School will receive a limited number of standby registration forms
 - Cannot support some SSD accommodations through standby registration
- Standby registration materials are included with test materials shipment



Student Registration – Standby

ID SAT SCHOOL DAY TEST RECORDATION (REQUIRED) Indicate the IAVE School Clay attrivitation that you are performantly in below. File in only one over. I Students with disabilities. Perfor your 1-5 dig to concept (plant) by Approval Latting and 16 in the corresponding value. O consequently Approval Latting and 16 in the corresponding value. O consequently Approval Latting and 16 in the corresponding value. O consequently Approval Latting and 16 in the corresponding value. O consequently Approval Latting and 16 in the corresponding value. O consequently Approval Latting and 16 in the corresponding value.	To send a one appare to be depare and antibility or gray and the first and a set dependent appared before in one year anomality. More Tail steam with a title officer College Boort accords it of national paper steam appared to the set of the s	CollegeBoard PRIOTO (NOT REQUIRED FOR S DAY REGISTRATIONS) Your photo connect be larger than this should be at least 2" x 2". (Sies the 3it Augustration (Gaide or sat-englished- requirements for more information) will be added to year registration and on your Admission Ticket. 404040 Write your name, date of birth, and	This, and Latt Habit Family Name States and the Sta
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Makeup Administration

- Students who miss the initial test administration, and who were registered in advance of the initial test date, are eligible to take the SAT on the makeup date
 - The makeup date is June 4, 2016
 - This is the June weekend SAT administration.
 - If you are part of a statewide administration, this will be different
- Students who are taking the makeup on June 4 must go into their online
 College Board account and transfer their registration to the makeup date.
 - Students should wait approx. 1 week after the initial test date to move their registration
 - Students will need to upload a photo and will need to choose a test center
 - Registrations must be transferred by May 25, 2016 at 11:59PM EST



Requesting Accommodations for Students with Disabilities

- Accommodations are requested through the College Board's Services for Students with Disabilities (SSD) office using the <u>SSD Online System</u>.
- Requests for accommodations should be submitted by the school's designated SSD Coordinator(s) by February 24, 2016.
- Any student that participated in other College Board assessments and received approved accommodations will not need to reapply unless their accommodation needs change.
 - This includes PSAT/NMSQT and Advanced Placement tests



Requesting Accommodations

- If your school has not designated an SSD Coordinator, complete the SSD Coordinator Form to request access to SSD Online at https://www.collegeboard.org/students-with-disabilities/ssd-online/get-access
- Schools may have more than one SSD Coordinator
 - One SSD Coordinator is designated as Primary and receives all communications from the College Board
 - Other SSD Coordinators may access SSD Online to input accommodations requests



Planning for Schedule on Test Days

Testing time with breaks included is 3 hours, 30 minutes (without essay) and 4 hours, 22 minutes (with essay)

SAT	Without essay (in mins)	With essay (in mins)
Reading	65	65
Break	10	10
Writing and Language	35	35
Math (no calculator)	25	25
Break	5	5
Math (with calculator)	55	55
Break	N/A	2
Book collection/ Essay distribution	15	15
Optional Essay	N/A	50
Total (hours, minutes)	3h, 30m	4h, 22m

- School schedules will require some adjustments
 - Lunch periods
 - Testing cannot be interrupted for lunch, so lunches must take place after testing is complete
 - Students may eat snacks during breaks
 - Bell schedules
 - Bells must be silenced during test administration



Planning for Schedule on Test Days

Standard Schedule for Test Day

8 a.m.	Close testing room doors.
8–8:30 a.m.	Distribute materials and read preliminary instructions.
8:30 a.m.	Begin testing.
11:45 a.m. for SAT 12:52 p.m. for SAT with Essay	Pencils down for standard test administrations.

- Schools can vary from this schedule by up to 30 minutes.
- If a school needs to vary from this schedule by more than 30 minutes they need to contact SAT School Day Customer Support for approval



Planning for Testing Rooms

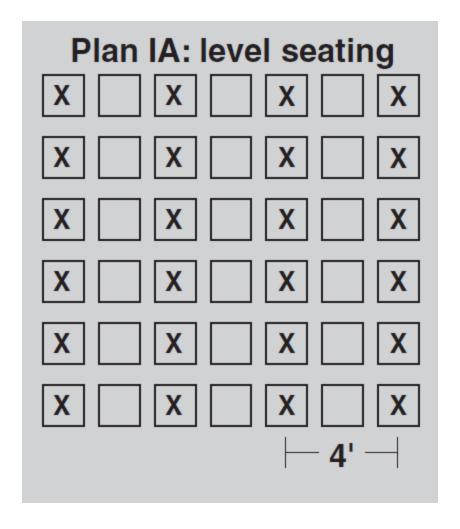
- Size of cohort testing and size of rooms used for testing determine number of rooms needed.
 - Options for rooms include:
 - Larger spaces, such as auditoriums and gymnasiums
 - Smaller spaces, such as classrooms
 - Seating diagrams for different room types are available in Test Center Supervisor's Manual
 - Spacing requirements and furniture requirements
 - Location of testing rooms within the building
 - Separated from other classes/tests on different schedules or taking different assessments
 - Minimize noise and other disruptions when classes or other assessments break
 - Area where there will be minimal noise/distractions from outside the building
 - Access to restrooms



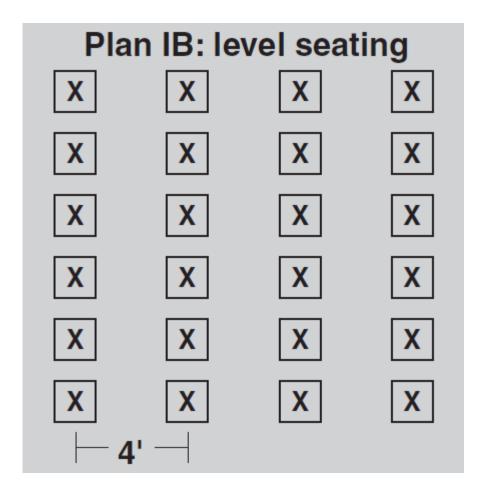
Seating and Furniture Requirements

- Use chairs with backs.
- Face seats in the same direction.
- Place chairs directly behind those in the preceding row.
- Separate each student by a minimum of four feet from right to left (measure from center of desk).
- Ensure unimpeded access to every student by staff.
- Seat only one student at a table measuring six feet in length or less.
- Seat students at least four feet apart and facing the same direction if tables longer than six feet are used.
- Provide a large, smooth writing surface, preferably desks or tables.
- Tablet-arm chairs must have a minimum writing surface of 12 x 15 inches.
- Study carrels, lapboards, language laboratory booths, and tables with partitions or dividers are not acceptable.

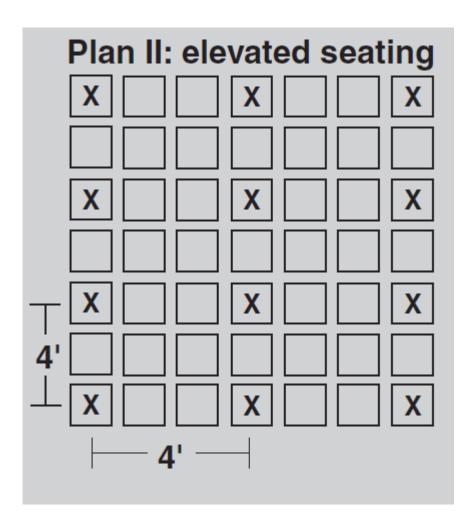




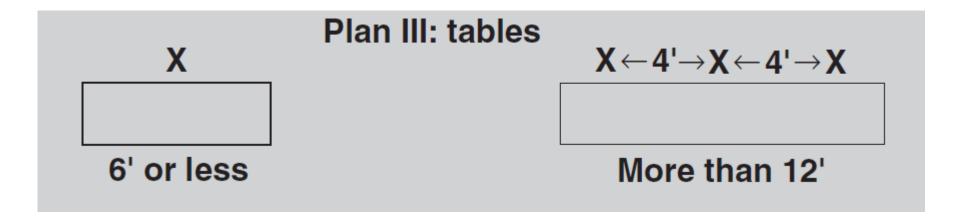














Planning for Staffing Needs

- The size of cohort testing, number of testing rooms and number of students in each room determine number of staff needed.
 - Formulas available in Test Center Supervisor Manual
- Test Day staff requirements
 - Not employed by an outside test-prep company.
 - Have not taken the SAT within 180 days of the administration date.
 - Does not have a member of immediate family taking the same test on the same date, regardless of location
 - Does not have to be comprised of only teachers.
 - Check with your school/district for their own policies about this.
 - Some schools utilize aides, paras, substitutes, coaches.



Planning for Staffing Needs

- Unless your school tests only a few students, you will need additional staff to assist the Test Center Supervisor.
- There should be a minimum of one Associate Supervisor (head proctor) for every 34 students.
- For rooms with more than 34 students, assign additional proctors to help.
- At least one Hall Proctor is needed, but more could be needed depending on the number of testing rooms in use.

CollegeBoard

Room Proctors Needed

Apply the ratios listed here on a room-by-room basis.

- 1. Start with one associate supervisor per room.
- 2. For each room, add room proctors if needed:

Number of Test-Takers	Number of Proctors		
For a Single Standard Testing Room			
I – 34	0		
35 – 50	I		
51 – 100	2		
101 or more	I proctor for each additional 50 students		
For a Single Nonstandard Testing Room			
I – I0	0		
More than 10	I		

Hall Proctors Needed

- 1. Start with one hall proctor.
- Add hall proctors if you have more than five rooms:

Number of Rooms	Number of Hall Proctors
I – 5	1
6 – 10	2
11 – 15	3
16 – 20	4
More than 20	I proctor for each additional 5 rooms

Training for Test Center Supervisors

- Test Center Supervisor Training
 - Online Training
 - Access available through <u>College Board Professional Account</u>
 - Mandatory
 - Approximately 45 minutes to 1 hour to complete, broken up into modules
 - Must be completed by each individual supervisor once.
 - Implementation/Training Kit
 - Hard copies of manuals, test day forms and publications
 - Shipped to schools in early February

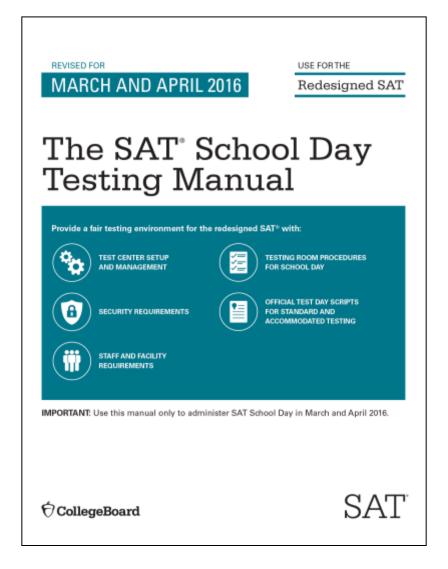


Training for Other Test Day Staff

- Associate Supervisor Training
 - Online Training, similar to Test Center Supervisor Training
 - Available through College Board Professional Account
 - Approximately 25 minutes to complete
- Proctor and Hall Monitor Training
 - Printed materials available, distributed by Test Center Supervisor



The SAT School Day Testing Manual





Test Materials Delivery

- Standard Test materials will be addressed to the Test Center Supervisor at the test center and will arrive no later than April 8, 2016
 - Let office staff know to expect the delivery.
 - Must be stored securely, in school safe, once delivered.
 - Check contents of boxes within 24 hours of delivery using packing lists.
 - Contact Test Administration Services (TAS) immediately if there is a problem with your shipment – see Supervisor's Manual for specific instructions.
 - Check materials daily until test day.
 - Contact TAS immediately if materials show evidence of tampering.
- Non-Standard test materials for students on the NAR will be addressed to the SSD Coordinator.
 - Procedures for keeping materials secure are consistent with those for standard materials.



Test Day

- Test day processes are covered in depth in online training as well as in printed Testing Manuals.
- Test Center Supervisors should have the printed manuals with them on test day for quick and easy reference.
- The manuals and online training covers:
 - Understanding your roster
 - Check-in
 - Materials distribution
 - Active monitoring
 - Addressing challenges and testing irregularities
 - Materials packaging and return

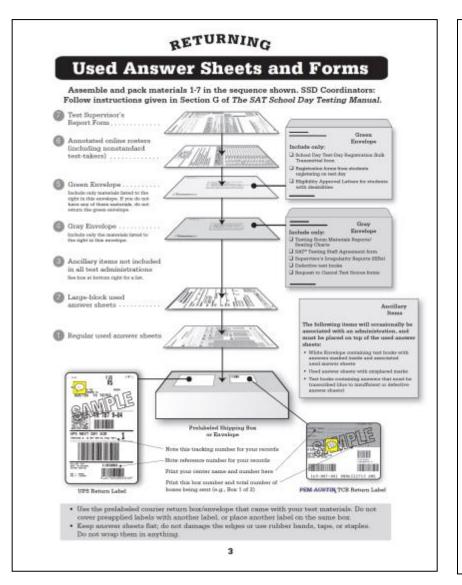


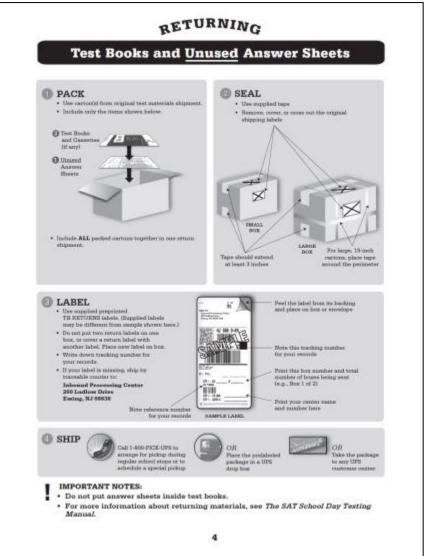
Test Materials Return

- On April 11, 2016 the Test Center Supervisor will receive an email from TAS with information about custom courier test materials pick-up
 - The email may include a confirmation number along with the date and time of the pick-up.
 - If this service is not available in your area, Supervisors will receive an email with alternate directions for returning their materials.
- Once testing is complete, package all materials for shipment
 - Detailed instructions are included in test materials boxes and in the Test Center Supervisor's Manual.
 - Prepaid shipping labels, with the correct addresses for each box, are included with the test materials.
- Follow packing and addressing instructions exactly
 - Test books, answer sheets, and test day forms are sent to different locations and explicit shipping instructions are in in the manual
 - Errors in packing or shipping will lead to score delays for students.
 - If you have any questions, contact TAS for assistance.



Test Materials Return - SAT







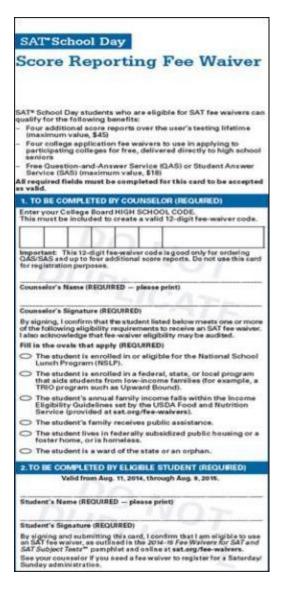
Score Reporting and Scholarship Opportunities

- All students who take the SAT are eligible for 4 free "score sends"
- To send scores, students must log into their College Board account and add in the colleges or scholarship organizations to which they want to send the scores
 - This can be done at time of registration or a student can do it later
- Students have until April 21, 2016 at 11:59PM EST to add score sends through their College Board account.
- After April 21, 2016 students are still able to have their scores sent to colleges and scholarship organizations, but there is a fee.



SAT School Day Fee Waiver

- Eligible students taking the School Day test are able to have access to benefits that students who take the weekend administration are able to access through their testing fee waiver
 - Students who are enrolled in or eligible for the National School Lunch Program (NSLP) are eligible
- Student benefits included with an SAT School Day Fee Waiver are:
 - 4 free score sends to use at any time (fee waiver code required)
 - Access to Question and Answer Service for April School Day administration by calling Customer Service (fee waiver code required)
 - 4 College Application Fee Waivers, automatically delivered to student's online account the August before they begin their senior year





Khan Academy Road to Success

- Khan Academy is designed to engage students in 30 minutes of productive practice on a daily basis.
 - All questions in the Khan platform meet SAT test specifications.
 - Four full-length SAT practice tests are available.
- Practice is focused on priority areas.
 - Khan question format and design mirrors the design/format of the online SAT.
 - Each question will provide answer explanations, step-by-step solution, and hints.
 - Coming soon, students will be able to write an essay and have it scored in Khan Academy.
 - In the spring, students will also receive feedback about their essay.
- To get started, visit https://www.khanacademy.org/sat



April 2016 Key Milestones

Activities	April Admin
Center Master Form due (Test Center Setup)	1/25/16
Registration materials mailed	1/25/16
Test Center Supervisor training materials mailed	2/5/16
Bulk Registration window open	2/22/2016
SSD Accommodations Request Deadline	2/24/2016
Test Center Supervisor online training available	2/18/2016
Bulk Registration window close	3/18/2016
Test Center Supervisor Training completion date	3/30/2016
Test materials ship to test centers	4/1/2016
Test materials arrive at test centers	4/8/16
SAT School Day Test Administration	4/12/2016
Makeup Administration (weekend administration)	6/4/2016



SAT School Day – Important Contact Information

- Test Center Supervisors, SSD Coordinators, and Educators
 - SAT School Day Customer Support
 - 855-373-6387 or SATSchoolDaySupport@collegeboard.org
 - ETS Test Administration Services (TAS for test day items, rosters, test material issues)
 - 800-257-5123 or tas@ets.org
 - SSD Support (help with submitting approvals or checking approval status)
 - 844-255-7728 or ssd@info.collegeboard.org
 - SAT Counselor Hotline
 - 888-SAT-HELP (728-4357)
- Students and Parents (registration, online account questions)
 - Customer Service Support
 - 866-756-7346
 - SSD Support and Questions
 - 212-713-8333

